

## **PLANNING TECHNICIAN**

**General Statement of Duties:** Performs general office work and entry-level professional duties including researching, analysis, reporting and recording information; does related work as required.

**Distinguishing Features of the Class:** This is an entry-level professional planning position involved with planning, zoning, and urban development. The work involves performance of duties under the supervision and guidance of the Development Services Coordinator.

### **Areas of Accountability:**

- Attends as required the Planning Commission, Zoning Board of Adjustment and Historic Preservation Commission, makes meeting arrangements, prepares agendas and minutes.
- Prepares and forwards staff reports relating to subdivision, zoning, public grounds vacation, variance and conditional use applications to the City Planning Commission, Heritage Preservation Commission, Zoning Board of Adjustment, and City Council.
- Drafts amendments and recommendations on subdivision, zoning, sign, and related ordinances.
- Conducts research and data collection, including field research.
- Maintains and updates zoning and other planning information.
- Maintains, updates and develops maps, charts and other graphic aids.
- Responds to citizenry questions through written and oral communication.
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:** Basic knowledge of principles, techniques and methods of planning; ability to understand and interpret development regulations and associated ordinances; ability to read building site plans and relate them to land use and design standards; ability to do general research, including gathering and elementary analysis of statistics; and the ability to establish and maintain good working relationships with the general public, appointed and elected officials, and other staff personnel.

**Acceptable Experience and Training:** Prefer a Bachelor's in planning or a related field, or an equivalent combination of experience and training which provides the requisite knowledge, skills, and abilities to perform the job.